

Discipline and Student Behaviour and Exclusion Policy

March 2017

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1. Introduction

This policy makes clear the attitudes and values of the academy and illustrates the processes involved in ensuring students develop a responsible attitude towards their conduct through the experiences and challenges of academy life. Good order and discipline are essential to the success of the academy, as learning takes place best where students understand the need for appropriate behaviour.

Teachers and all persons acting on behalf of the Principal, have a statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or fail to follow a reasonable instruction (Section 91 Education and Inspections Act 2006).

For any policy to be effective it has to be accepted and understood by all those involved in the academy. All members of the academy community, i.e. teachers, ancillary staff, technicians, parents/carers, students and governors have an important role to play in the implementation of this policy. It sets standards for a variety of situations and needs to be worked on constantly by us all until it is part of our normal practice.

Whilst the overall aim is concerned with guidance on expected standards of good order and discipline, the academy believes in the importance of individual growth and personal development. We believe it is the right of every individual to learn within a safe and orderly environment, which is free from disruption, violence, bullying and any form of harassment. Therefore, ensuring the environment promotes equality and fairness for all.

SCHOOL CODE OF CONDUCT IS IN SCHOOL PLANNER

It is the responsibility of everyone in the academy to act pleasantly with courtesy and consideration to others in lessons, during break and lunch times and at all other times.

2. Lessons

Classrooms (including laboratories, workshops, gym and other teaching environments.) are places of work and there are clearly set rules and expectations for their use. These will enable everyone to work successfully, safely and enjoyably:

At the start of lessons (including registration and tutor time)

- Enter rooms sensibly and go straight to your workplace
- Take off any outdoor clothing
- Take out books, pens, and any other equipment needed for the lesson, and put your bags away under your desk/chair or in a designated area

During Lessons

- Follow the Behaviour for Learning Expectations
- Eating and chewing are not allowed. Water may be allowed with the teacher's consent
- Do not leave the room without the teacher's permission



At the end of lessons

- The bell is a signal for the teacher – do not pack away until told to do so
- When told to pack away, do so quietly and sensibly
- When told to leave make sure chairs are under or on desks, and the room is tidy and leave in an orderly way
- For lessons completed in the ICT rooms, all workstations must be tidy, with computers logged off, ready for the next class to enter

3. Alde Valley Academy Uniform

Compulsory uniform for all students is as follows:

- Grey Blazer with school logo
- Academy Tie (clip on)
- White shirt or blouse
- Black trousers or skirt (knee length or longer). Polishable black shoes only; (boots, open sandals, canvas shoes, or trainers of any kind are not to be worn as uniform)

Optional items for students are as follows:

- Black V Neck Jumper

Uniform Expectations

- It is expected that pupils will be in uniform at all times. Any student who repeatedly wears the incorrect or incomplete uniform is liable to receive a sanction.
- The academy is not obliged to lend out uniform of any kind and the academy reserves the right to withdraw pupils from the classroom to work separately.
- Any pupils arriving at the academy wearing jeans, irrespective of colour, will not be allowed to attend lessons, but will work separately. The wearing of skinny trousers, leggings or jersey trousers are also not permitted. The academy reserves the right to withdraw pupils from the classroom to work separately if these are worn.
- All outdoor coats must be buttoned or zipped. Hoodies and non-zipped or buttoned outdoor garments are not permitted. Cardigans are not considered to be outside garments.
- No coloured tops or jumpers (other than the school jumper) are to be worn as uniform, even underneath shirts
- No Lycra materials, no casual wear, no jogging trousers or jean style trousers
- Jewellery – no wearing of large or excessive amounts of jewellery, i.e. more than one finger ring, 1 small stud in the lobe of each ear (not stretchers) and 1 bracelet. No facial piercings are allowed of any kind, including the nose and tongue.
- All outdoor coats must be of a fastenable variety. “Pull over the head” hoodies or sweatshirts will not be allowed in school. They must be worn over the blazer outside of school only.
- In some activities, e.g. PE, Design Technology, all jewellery is required to be removed for safety reasons.



- Make-up should be 'light make-up' and natural looking.

Hair

The school reserves the right to decide if a pupil's hair style or colour is acceptable to be worn within the school.

Chewing gum

The chewing of gum in the Academy buildings is strictly prohibited and will result in the issuing of a W3 detention.

Tattoos

Any form of tattooing is strictly forbidden. This is a criminal offence as laid down under the "Tattooing of Minors Act 1969".

4. Minimum Equipment in Lessons

Rationale

The lack of equipment in lessons hinders independent learning. By allowing this, we are accepting low expectations.

Minimum equipment means:

- At least one black or blue pen, a pencil, a ruler, a scientific calculator and student planner.

All form tutors to do a morning check on basic equipment as they currently do for planners.

Consequences to be issued by tutor on an increasing scale:

Consequence number explanation can be found in the 'Behaviour for Learning Plan' below.

- W1: first day/occasion,
 - W2: second day/occasion – W2 detention to be recorded under "repeated failure to bring the correct equipment to the academy". At this point the student will be interviewed by the Learning Support Manager.
- i. If the situation persists then a W3 would need to be issued for the inclusion room. The issue would then be raised with parents at the re-integration meeting.
 - ii. If a student does not have the above basic equipment in a lesson, then the teacher may issue equipment at their discretion.
 - iii. The subject teacher does not issue the consequence for lack of equipment; this should have already been done by the form tutor.
 - iv. If a student refuses to work because he/she does not have any equipment, then a W2 should follow.
 - v. No equipment will be issued in an examination unless it fails to work. This has been agreed by the academy's examination officer and all year 11 students and their parents/carers have been informed in writing.
 - vi. Subject related equipment, other than a calculator, is an issue for the individual subject area and procedures should be followed in accordance with their own departmental policy. Form tutors will not be expected to check this.



5. Moving Around

- For everyone's safety there should be no running in the academy building.
- Walk on the **LEFT** in corridors.
- Carry your bag at your side and not on your shoulder.
- Wait to enter a room in single file along one side of the corridor to maintain access for staff and other students.
- At lunchtime and break times all pupils must remain in designated areas. In the rare circumstances that a pupil is allowed out of a lesson for any reason, a note should be recorded in the student's planner.

6. Dinner and Social Areas

Food and drink are only to be consumed in one of the eating areas. Students should remove their outdoor clothing when eating in these areas at lunchtime. No eating or drinking should take place in the corridors at any time.

The bringing in to the academy and selling of items, including food and drink, is strictly forbidden. Sanctions will be issued.

Litter must not be dropped anywhere in, or outside, the academy building, and everyone should take care to keep the academy looking clean and pleasant. Plenty of litter bins are provided for use.

7. Behaviour at or outside the Academy's gates

Under section 89 (5) of the Education and Inspections Act (2006), teachers and all persons acting on behalf of the Principal, have a statutory power to discipline students for misbehaving outside the school premises.

Pupils are expected to show every concern for the academy's neighbours. Pupils must not stand around any of the school entrances at any time, nor cause annoyance to any neighbours or passers-by.

The academy reserves the right, therefore, to discipline a student for misbehaviour when the student is:

- Taking part in any academy related or organised activity.
- Travelling to and from the academy.
- Wearing school uniform or can be identified as a student of the academy.
- When misbehaviour could have repercussions for the orderly running of the academy.
- When misbehaviour poses a threat to another student or member of the public.
- When misbehaviour adversely affects the reputation of the academy.

Years 7, 8, 9, 10 and 11 students are not allowed to leave the premises during the school day without prior permission or agreement. Years 12 and 13 may leave the premises at lunch times providing they sign out at the main school office.



8. Buses

Please refer to the “bus transportation code of conduct”. Misconduct will result in a warning letter and if required a removal of the right to travel on school transportation including the “late bus”.

9. Cycling to and from the Academy

The academy seeks to encourage the use of cycling as a means of transport. For safety reasons, all cyclists are required to use the front gate entrance on Seaward Avenue. The rear entrance is reserved for motorised transport including buses, taxis and parents dropping off. All safety protection clothing should be worn and it is expected that parents/carers ensure that all cycles are properly fitted with appropriate hazard and night lights. The academy will not take responsibility for any theft or damage done to a cycle whilst on academy premises.

10. Electronic Gadgets – iPods and Mobile Phones

No electronic gadgetry of any kind, including mobile phones should be in view in lessons or in corridors. Any mobile phone seen on a student in a classroom or in the corridor will result in a W3 detention and the item being confiscated.

Any earphones on display at any time, either being worn or coming through an item of clothing will be confiscated. Parent or carer will have to collect from the school office. The earphones will not be returned to the student directly. The school does not accept responsibility for any item damaged or lost whilst in its custody.

Under no circumstances should any electronic equipment be used to take pictures of or record any individual, student or staff member, without the expressed permission of that individual. The academy reserves the right to discipline any individual where this has occurred.

11. E-Learning Facilities

The academy reserves the right to discipline any individual, who attempts to access illicit websites or imagery, uses threatening terminology or expletives, be it through any internet search engine, software or form of electronic communication.

A judgement will be made by the school as to the severity of the misuse. Consequences will be issued in accordance with the consequences as laid down in the “Behaviour for Learning Plan”. Electronic misuse may lead to parental contact, restricted access on the academy’s intranet and in extreme circumstances to police involvement.

The academy makes every effort to filter “inappropriate” sites via the World Wide Web but, due to the nature of the internet, cannot take responsibility for all sites accessible.

12. Behaviour for Learning Plan

Rules

- Listen in silence when someone else is speaking.



- Follow instructions immediately.
- No calling out, teasing or swearing.
- Do not argue with any member of staff.

Rewards

- Credits that can be cashed in for monetary prizes.
- Postcards home for good work.
- Positive phone calls home.

Consequences

- W1 Verbal warning
- W2 Verbal warning and note in student's planner. Teacher / department sanction as required.
- W3 Removal from lesson: The pupil must wait for collection, SLT catch up detention to follow.

SEVERE CLAUSE

In extreme circumstances of dangerous or offensive behaviour, a student may be required to leave the classroom immediately.

13. Smoking on or off the Premises

Any pupil caught smoking on the site, is liable to be referred to Environmental Health and the academy will support any legal action that they might take. A W3, SLT detention, will also be issued. This includes smoking outside the academy grounds, or on the way from or to academy. A W3 academy detention may be issued to any student fraternizing with a group of smokers, even though the student himself or herself may not be smoking.

14. Processes and Sanctions

Detentions

Academies have a statutory right (Education and Inspections Act 2006) to use detention as a sanction both within the academy day and after normal academy hours. Under this Act, parental consent is not required for detentions and inconvenient travel arrangements do not affect the right of the academy to impose a detention.

The academy believes detentions are a valuable tool in reinforcing the academy's Behaviour for Learning Plan and will, therefore, be exercising this right if necessary. Any pupil, who misses a detention, for whatever reason, must re-serve the detention. A truanted detention can result in further and more serious sanctions taking place, such as lunchtime detention, a period in the inclusion room or a fixed term exclusion, until the original detention is served. The safe return home of the pupil remains the prime responsibility of the parent or carer.

The Exclusion Room

The academy operates a policy of applying internal fixed term exclusions as a consequence of serious breaches of the Behaviour Policy as opposed to external fixed term exclusions. Failure to follow the rules of the inclusion



room can lead to serious sanctions, including fixed term and possible permanent exclusions. The “exclusion room” is permanently manned and all rules and expectations are clearly displayed and are outlined at the beginning of the period to be served.

Homework Sanctions

Homework is considered a vital constituent to effective learning. The academy reserves the right to issue an after-school detention if or when the work is late and/or the quality of the work completed is below expectation.

Homework Consequence Procedure

H1 (Warning) The homework has not been completed or is below expectation

H2 (After school detention) The homework has still not been completed and/or is below expectation.

The academy reserves the right to issue an H2 immediately, if the teacher deems that necessary.

Detentions will be served after school in the same manner as whole school detentions.

15. Confiscation of and Search for Inappropriate Items

Under Section 90 of the Education and Inspections Act 2006 and Part 2 of the Education Act 2011, the academy has the right to confiscate, retain or dispose of a student’s property and protects the academy from liability of damage. The academy reserves the right to search without consent for prohibited items. These include: - cigarettes, alcohol, illegal drugs, stolen items, weapons or any other item, which the academy deems could be considered harmful to a student. Sanctions will be imposed if a confiscated item is found, depending on the judgement of the teacher. Refusal to comply with a school search will result in a sanction.

Where any weapon or illegal drug is found on a student, this will result in the academy asking the governors’ Pupil Disciplinary Committee to impose a permanent exclusion, as this is deemed totally contrary to the ethos and safety of all students and staff in the academy.

All searches should be done in the presence of another member of staff of the same sex. Where possible, both members of staff should be of the same sex as the student being searched, but this is not binding.

16. Pupils with a Statement of Specific Educational Needs

Pupils with a statement or with particular educational needs are expected to follow the academy’s Behaviour Policy, and comply with all sanctions. Where behaviour is incurring a risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the pupils are being supported and that “reasonable adjustments” are set in place to support the pupils’ needs better.

17. Looked after Children

“Looked after Children” are expected to follow the academy’s Behaviour Policy, and comply with all sanctions. Where behaviour is incurring a risk of exclusion, all appropriate support agencies will be contacted and every reasonable step will be made to ensure the needs of the pupils are being supported. Where a “Looked after Child” is excluded, alternative provision will be set in place from the first day.



18. Behaviour Outside the Academy Premises

The academy reserves the right to impose disciplinary action for behaviour outside the academy premises, including to and from the academy where it is deemed that academy policy is not being adhered to and where, in the judgement of the academy, based on the evidence available at the time, the welfare of other pupils are at risk. Smoking on the way to or from the academy is not permitted and will be subject to a W3 detention or greater if this were to continue.

19. Pastoral Support Plans (P.S.P)

Pupils, who give continued cause for concern for behaviour, will be issued a “Pastoral Support Plan” or P.S.P. This will normally involve consultation with the parent, pupil and pastoral representative for the academy and will form the basis of a tri-partite action plan, which will set individual targets for and by the pupil and will lay out strategies to support the pupils to overcome behavioural issues. The document will also include parental and academy responsibilities as well as those of the pupil. Failure to improve behaviour after a given period of time on a pastoral support plan may result in a permanent exclusion.

20. Theft of Academy Property

Theft of academy property will not be tolerated and sanctions will be imposed depending on the seriousness of the incident based upon the judgement of the academy and could lead to a permanent exclusion.

Vandalism to Academy Property

The wilful destruction to academy property will not be tolerated and sanctions will be imposed depending on the seriousness of the incident based upon the judgement of the academy and could lead to a permanent exclusion.

Loss of Personal Items on Academy Property

The academy cannot take responsibility for any item lost within the grounds of the school property. This includes bicycles, electrical equipment, items of uniform (sporting and non-sporting) and money.

False Allegations against Members of Staff

Under the Education Act (2011), the academy reserves the right to take disciplinary action against any pupil that, in the view of the Principal based on the evidence before him/her, has made a serious, malicious allegation against a member of staff, which is unproven. This may result in exclusion.

Use of Force Guidance

DFE guidelines state the following: “All academy staff members have a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others or damaging property and to maintain good order and discipline.”

Teachers would be expected to use reasonable force in the afore-mentioned circumstances. The academy does not require parental consent to use reasonable force.

21. Exclusions

The Academy uses three types of exclusions. These are:



- Internal
- Fixed Term
- Permanent

Internal Exclusions

This is used where students have committed breaches of discipline which, in the judgement of the academy, are in need of a greater sanction than a detention and the academy reserves the right to impose a fixed term in the “Exclusion Room”. The Exclusion Room is permanently manned and all rules and expectations are clearly displayed and are outlined at the beginning of the period to be served. Students in the inclusion room will take separate break and lunchtimes from the rest of the academy population. The student is expected to comply with the rules of the inclusion room. Failure to follow the rules of the inclusion room can lead to an extension of the period of time served, fixed term and possible permanent exclusions. The number of days in the Exclusion Room is dependent upon the judgement and evidence available at the time. The parent of any student, who serves a period in the Exclusion Room, is expected to attend a reintegration meeting. The academy operates a policy of applying internal fixed term exclusions as a consequence of serious breaches of the Behaviour Policy as opposed to external fixed term exclusions.

Fixed Term Exclusions

When a serious offence is committed or when a student fails to heed earlier warnings about poor conduct he or she may be excluded from academy. The period of time imposed by the school is judged upon the evidence available at the time. Work will be provided by the academy for collection, and, if fixed term exclusion is more than 5 days in one block, then other educational provision will be provided. Decisions to issue fixed-term exclusions will be given in writing although, initially, the academy will seek to contact the parent orally as soon as possible. The number of days of fixed-term exclusion must not exceed 45 days in any one academic year. All fixed term exclusions will be followed by a period in the inclusion room for a period as specified by the school.

The provisions for excluded students for a fixed term of more than 5 days are as follows:

- Students are expected to attend our partner academy “Sir John Leman High School” during normal school hours
- They are expected to wear Alde Valley Academy school uniform
- They are to report to reception at 8.45 am where they will be met by a member of the Alde Valley Academy support staff
- They will be expected to complete all work set

Permanent Exclusions

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed, such as a pastoral support plan (see above) or it is deemed that a serious breach of the academy’s Behaviour Policy has taken place. An individual will be permanently excluded for the following reasons:

- Serious violence or the threat of serious violence against another pupil, member of staff or any visitor to the academy community.
- Sexual abuse or assault.
- Supplying or being in possession of illegal drugs on the school premises.



- Carrying an offensive weapon or anything that could be used as an offensive weapon against pupils, staff or visitors to the academy community.
- Theft of academy property.
- Vandalism to academy property.
- Persistent poor and disruptive behaviour.
- Persistent and defiant behaviour towards members of staff, including bullying.
- Serious malicious allegation against a member of staff that is unproven.
- Continual failure to follow the required level of behaviour in the inclusion room. (see section on Inclusion Room)
- Failure to achieve the targets as laid down by the pastoral support plan (PSP)
- Any other incident which, in the view of the academy is of such a serious nature, warrants a permanent exclusion.

The judgement of the Principal will be based upon the welfare and safeguarding of the whole school community after due consideration of all the evidence available to him/her at the time.

Responsibilities of the Principal

When excluding a pupil, whether for a fixed period or permanently, the Principal has a duty to inform the parents/carers without delay. This will normally only be done by telephone and the telephone call will be followed by a letter posted First Class within one school day. The letter will include information about:

- The reasons for the exclusion
- The length of exclusion
- The arrangements for holding an Exclusion Meeting with the Trust’s Pupils’ Disciplinary Committee
- The arrangements for the continuing education of the pupil, including setting and marking of work

Exclusion Meeting

The exclusion meeting will normally take place within the Local Authority area of the excluded pupil and be chaired by the chair of the Pupil Discipline Committee. All relevant parties will be invited to the meeting. The meeting will allow the parent/carers to state their case and in the case of a permanent exclusion give them an opportunity to make an appeal against the decision.

If the Principal extends the fixed period or converts it into a permanent exclusion, the academy will write again to the parents/carers with this information. The Principal also has a duty to inform the Senior Management Team of all exclusions.

Removal from the Admissions Register

The name of a student, who has been permanently excluded from the academy will not be removed from the academy roll until 15 days after the exclusion hearing has taken place in order to allow for appeal.

Under Section 51A of the Education Act 2011 all students, who have been permanently excluded by a panel of the Governors’ Pupil Disciplinary Committee, have the right to appeal to a “Independent Appeal Committee” that can either uphold the decision of the Pupil Disciplinary Committee or recommend the committee to re-consider.



No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.





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